

The Andover Council on Aging Board (COAB) met in regular session on Thursday, August 7, 2014 at 8 am at The Center at Punchard, 30 Whittier Court, Andover, MA.

Chair Don Rob called the meeting to order at 8:02 am and on
ROLL CALL: Present were Don Robb, Ann Grecoe, Mike Roli, Kaye Devanna, Joan Fox, Stu McNeil and Jane Gifun. Absent were Margaret O'Connor and Joe Ponti.

Also present were Kathy Urquhart, Director of Elder Services, Donna Morse, Executive Secretary of Elder Services and Linn Anderson, Finance Committee Liaison.

Minutes

On Motion by Joan Fox, which was seconded by Ann Grecoe, it was voted to accept the Minutes. On VOICE VOTE the motion was declared as PASSED UNANIMOUSLY.

Old Business

Needs Assessment – Kathy Urquhart reported that the Town's Purchasing Agent has that a Request for Proposal (RFP) will need to be done for the Needs Assessment. She reviewed the revised timeline that this step will require. The start of phase 1 will be September 15, 2014 and the project will be completed by May 31, 2015. Even with the delayed start, the plan is to have the surveys returned by November 22, 2014. The members requested copies of the bids be emailed to them and they requested that the Purchasing Agent be at the meeting. The Board scheduled a meeting for Thursday, August 28 at 8 am to review bids.

New Business

Annual Conference - The members were reminded that the annual Massachusetts Council on Aging (MCOA) Conference will be held October 8 – 10, 2014. The deadline for registration is September 10. The members were asked to let Donna Morse know by September 5 if they plan to attend the conference and what workshops they would like to attend. She will process the registrations. The regular October COAB meeting was changed to October 23rd due to the conference.

Kathy Urquhart reminded the members that September is National Senior Center Month and that The Center's Open House is scheduled for September 12th. She asked if it would make sense for the Board to meet on the 12th rather than the normal 2nd Thursday, September 11. This would encourage people to attend the meeting and meet the Board. The meeting will start at 9 am on the 12th.

Kathy also reminded the members that FY16 CIP is due in September. She reported that she is looking into a way to store The Center's tables and chairs out of view. Others suggestions made included repairs to the main parking lot and sidewalk and purchasing a second van.

On MOTION of Don Robb, and seconded by Ann Grecoe, the Board moved to Executive Session to discuss the personal reputation of prospective Board members. The Board will not return to regular session. The MOTION passed unanimously.

The regular meeting adjourned at 9:10 am.

The next regular meeting is September 12, 2014

Respectfully Submitted,

Donna Morse
Recording Secretary